



# Rheolwr Prosiect Digidol Digital Project Manager

Pecyn Swydd  
Job Pack

Bwrdd Uchelgais Economi Gogledd Cymru  
North Wales Economic Ambition Board



# Cynnwys

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Am fwy o wybodaeth am y swydd,  
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# Rheolwr Prosiect Digidol

## PWRPAS Y SWYDD

- Arwain prosiectau sydd wedi'u neilltuo, gan gynnwys y gwaith dylunio, negodi a chynllunio;
- Rheoli a chyflwyno'r prosiectau a neilltuwyd o fewn amgylchedd rhaglen;
- Datblygu achos busnes ar gyfer yr holl brosiectau a neilltuwyd;
- Cyflawni deilliannau a thargedau'r prosiectau unigol a'r rhaglen gronnus ar amser ac o fewn yr adnoddau sydd wedi'u neilltuo;
- Cydlynu prosiectau ac elfennau rhyng-ddibynnol ar draws y rhaglen a phortffolio ehangach y Cynllun Twf.

**Cyflog:** £37,849—£39,782 (PS4)  
**Oriau:** Hyd at 37 awr yr wythnos\*  
**Cytundeb:** tan Mehefin 2023\*\*  
**Lleoliad:** Canolfan Fusnes Conwy (gyda gweithio hyblyg ar draws y rhanbarth)

\* Mae'r swyddi yn llawn amser, ond byddwn yn ystyried ceisiadau gweithio'n hyblyg ar gyfer yr ymgeisydd cywir.

\*\* Swydd cyfnod penodol hyd at Mehefin 2023 yn y man cyntaf, gyda posibilrwydd o estyniad.

# Digital Project Manager

## JOB PURPOSE

- Leadership of assigned projects including design, negotiation and planning;
- Management and delivery of assigned projects within a programme environment;
- Development of business cases for all assigned projects;
- Achievement of individual project objectives and cumulative programme outcomes and targets on time and within allocated resources;
- Co-ordination of projects and inter-dependencies across the programme and wider Growth Deal portfolio.

**Salary:** £37,849—£39,782 (PS4)  
**Hours:** Up to 37 Hours a Week\*  
**Contract:** until June 2023\*\*  
**Location:** Conwy Business Centre, Llandudno Junction (with agile working across North Wales)

\* The roles are full-time, however we will consider flexible working requests for the right candidate.

\*\* Initially a fixed term post until June 2023, with the possibility of an extension.

# Swydd Ddisgrifiad

## CYFRIFOLDEB AM SWYDDOGAETHAU

- Rheoli cyllidebau'r prosiect, monitro gwariant a chostau yn erbyn allbynnau'r prosiect a gyflawnwyd ac a wireddwyd a buddion ehangach y rhaglen.
- Rheolaeth matrices o staff ac adnoddau ar draws timau prosiectau gan gynnwys dyrannu a rheoli gwaith.
- Bod yn gyfrifol am offer perthnasol yn cynnwys gliniaduron a ffonau symudol

## PRIF DDYLETSWYDDAU

### Rheoli Prosiect

- dylunio prosiectau niferus a chwblhau, negodi a chytuno ar achosion busnes o fewn y rhaglen(ni) sydd wedi'u neilltuo
- rheoli nifer o brosiectau cymhleth drwy'r cyfnodau cymeradwyo a gweithredu
- sicrhau ansawdd yr holl waith prosiect
- darparu cefnogaeth broffesiynol, gan gynnwys sicrwydd ansawdd, i brosiectau eraill o fewn portffolio ehangach y Cynllun Twf

### Rheoli Rhaglen

- cefnogi'r gwaith o gydlynu a goruchwyllo systemau a disgyblaethau rheolaeth rhaglen i safon y diwydiant;
- cydlynu a rheoli'r rhyng-ddibyniaethau ar draws rhaglenni a phrosiectau ar y cyd

### Llywodraethu Rhaglenni a Chontractau

- negodi a rheoli contractau

### Rheoli Adnoddau

- rheoli cyllidebau a grantiau prosiectau refeniw a chyfalaf
- gwneud y defnydd gorau a mwyaf effeithiol o adnoddau wrth gyflwyno prosiectau
- cyflawni unrhyw dargedau incwm a masnachol sydd wedi'u gosod

### Rheoli Perfformiad

- rheoli perfformiad ac atebolrwydd ar lefelau allbynnau prosiectau
- rheoli risg ac atebolrwydd ar lefelau allbynnau prosiectau

### Adrodd ac Atebolrwydd

- adrodd ar gynllunio a rheoli adnoddau yn ôl yr angen
- sicrhau ansawdd yr holl adroddiadau data a pherfformiad
- gweithredu fel ymgynghorydd arbenigol sy'n ennyn ymddiriedaeth o fewn y Swyddfa Rhaglen

# Swydd Ddisgrifiad (parhad)

## Llysgenhadol

- gweithredu fel lladmerydd dros y Weledigaeth Twf a'r rhanbarth
- datblygu a rheoli perthnasau allanol effeithiol ar bob lefel
- rheoli cyfathrebu allanol a chysylltiadau cyhoeddus y prosiectau

## Cydymffurfiaeth ac Ymddygiad

- gweithio yn unol â'r holl bolisiau a gweithdrefnau perthnasol a'r gyfraith e.e. ariannol, cydraddoldeb ac iechyd a diogelwch
- arddangos y safonau uchaf o ymddygiadau a gwerthoedd proffesiynol

## Digidol

- Defnyddio dulliau rheoli prosiect i ddatblygu a chyflwyno'r prosiectau cysylltedd digidol a adnabuwyd gan y Bwrdd Uchelgais
- Rheoli cynnydd ceisiadau am gyfleoedd ariannu sy'n ymwneud â chysylltedd digidol yn ôl yr angen
- Cadw trosolwg, ac arwain ar ddatblygu Achos Busnes Lawn ar gyfer prosiectau cysylltedd digidol
- Rheoli a darparu mewnbwn i Fyrddau Prosiect / Rhaglen cysylltedd digidol yn ôl yr angen
- Gweithio gyda rhanddeiliaid rhanbarthol, partneriaid a llywodraethau allweddol i sicrhau bod prosiectau a rhaglenni cysylltedd digidol yn cael eu cyflwyno'n llwyddiannus

# Manylion Person

Criteria	Hanfodol	Dymunol
<b>Addysg / Cymhwysterau Proffesiynol</b>		
Gradd/ôl-radd mewn maes perthnasol (neu gyfatebol)	✓	
Cymhwyster Rheoli Prosiect / Rhaglen (e.e. PRINCE 2 Practitioner neu gyfatebol)		✓
Aelodaeth o gorff Proffesiynol perthnasol		✓
<b>Gwybodaeth a Sgiliau</b>		
Sgiliau rhyngberthnasol a sgiliau cyfathrebu effeithiol	✓	
Gwybodaeth dda am ddulliau rheoli prosiectau	✓	
Gwybodaeth dda am dechnegau cynllunio, monitro a rheoli prosiectau	✓	
Dealltwriaeth o arferion rheolaeth ariannol	✓	
Llythrennog mewn TGCh, yn gyfforddus gyda Word, PowerPoint, Excel, cronfeydd data perthnasol a chyfryngau cymdeithasol	✓	
Gwybodaeth am y sector telegyfathrebu	✓	
Gwybodaeth am bolisiâu perthnasol Llywodraeth y DU a rheoliadau'r diwydiant		✓
Dealltwriaeth o'r broses ysgrifennu bidiau / datblygu achosion busnes		✓
<b>Profiad</b>		
Tystiolaeth o ddatblygiad proffesiynol parhaus	✓	
Profiad o gyflawni rhaglenni a/neu prosiectau'n llwyddiannus ar amser ac o fewn y gyllideb	✓	
Profiad o ymgysylltu gyda'r cyhoedd/rhanddeiliaid yn effeithiol	✓	
Profiad blaenorol o reoli contractau	✓	
Profiad o weithio gydag Aelodau Etholedig ac ymdrin â materion sy'n wleidyddol sensitif		✓
Profiad o wneud ceisiadau am gyllid allanol a / neu ddatblygu achosion busnes		✓
Profiad blaenorol o fewn y sector telegyfathrebu		✓
<b>Nodweddion personol</b>		
Dibynadwy	✓	
Cyfathrebwr hyderus gyda deallusrwydd emosiynol cryf	✓	
Yn meddwl yn arloesol	✓	
Yn hyblyg yng nghyswllt meysydd cyfrifoldeb, blaenoriaethau sy'n newid ac yn addasu i newid	✓	
Sgiliau trefnu ardderchog	✓	
Yn gallu gweithio ar ei liwt ei hun ac fel rhan o dîm	✓	
Yn gallu gweithio dan bwysau ac yn meddu ar strategaethau ymdopi i weithio mewn amgylchedd sydd yn gweithredu ar gyflymder	✓	
Gallu wedi'i brofi i gwrdd â therfynau amser a thargedau	✓	
Yn gallu i symbylu ac ysbrydoli eraill i weithredu	✓	
<b>Gofynion Ieithyddol</b>		
<b>Gwranddo a Siarad</b>		
Yn gallu ymdrin â holl agweddau'r swydd yn llafar mewn modd hyderus yn y Gymraeg a'r Saesneg.		✓
<b>Darllen a Deall</b>		
Yn gallu defnyddio a dehongli unrhyw wybodaeth yn gywir o amrywiaeth eang o ffynonellau, yn y Gymraeg ac yn Saesneg, er mwyn gallu ymdrin â phob agwedd o'r swydd.		✓
<b>Ysgrifennu</b>		
Yn gallu cyflwyno gwybodaeth ysgrifenedig yn hollol hyderus yn y Gymraeg ac yn Saesneg gan ddefnyddio'r ieithwedd a'r arddull fwyaf priodol i gwrdd ag anghenion y darlennydd.		✓

# Job Description

## RESPONSIBILITY FOR FUNCTIONS

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- Manage project budgets, monitoring expenditure and costs against delivered and realised project outputs and wider programme benefits.
- Matrix management of staff and resources across project teams including allocation and management of work.
- Be responsible for relevant equipment including laptops and mobile phones

## MAIN DUTIES

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### **Project Management**

- multiple project design and business case completion including negotiation and agreement within assigned programme(s)
- manage multiple complex projects through approval and implementation
- quality assurance of all project work
- provide professional support including quality assurance to other projects within the wider Growth Deal portfolio.

### **Programme Management**

- support the co-ordination and oversight of programme management systems and disciplines to industry standard;
- collective co-ordination and management of the inter-dependencies across programmes and projects

### **Programme and Contracts Governance**

- negotiation and management of contracts

### **Resource Management**

- capital and revenue project budget and grant management
- maximise the effective use of resources in the delivery of projects
- achievement of any set commercial and income targets

### **Performance Management**

- performance management and accountability at project output levels
- risk management and accountability at project output levels

### **Reporting and Accountability**

- reporting on project and resource planning as required
- quality assurance of all data and performance reports
- acting as an expert and trusted advisor within the Programme Office

# Job Description (continued)

## **Ambassadorial**

- acting as an advocate for the Growth Vision and the region
- development and management of effective external relationships at all levels
- management of external project communications and public relations

## **Compliance and Conduct**

- working to all set policies and procedures and law e.g. financial, equalities, health and safety
- demonstrating the highest standards of professional behaviours and values

## **Digital**

- Project manage the development and delivery of digital connectivity projects identified by the NWEAB
- Progress applications for digital connectivity related funding opportunities as required
- Oversee and lead the development of Full Business Cases for digital connectivity projects
- Manage and input to relevant digital connectivity Project / Programme Boards as required
- Work with key regional stakeholders, partners and governments to ensure successful delivery of digital connectivity projects and programmes



# Person Specification

Criteria	Essential	Desirable
<b>Education / Professional Qualifications</b>		
Degree/post graduate in a relevant field (or equivalent)	✓	
Project / Programme Management Qualification (e.g PRINCE 2 Practitioner or equivalent)		✓
Member of a relevant Professional Institution		✓
<b>Knowledge and Skills</b>		
Effective interpersonal and communication skills	✓	
Good knowledge of project management methods	✓	
Good knowledge of techniques for planning, monitoring and controlling projects	✓	
Understanding of financial management practice	✓	
ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media	✓	
Knowledge of the telecommunications sector	✓	
Knowledge of relevant UK Government policy and industry regulation		✓
Understanding of bid writing / business case development process		✓
<b>Experience</b>		
Evidence of continuous professional development	✓	
Experience of successful programme and/or project delivery to deadline and to budget	✓	
Experience of effective public/stakeholder engagement	✓	
Previous experience of contract management	✓	
Experience of working with Elected Members and dealing with politically sensitive issues		✓
Experience of applying for external funding and / or business case development		✓
Previous experience within the telecommunications sector		✓
<b>Personal Attributes</b>		
Trustworthy	✓	
Confident communicator and strong emotional intelligence	✓	
Innovative thinker	✓	
Flexible with regard to areas of responsibility, differing priorities and adaptable to change	✓	
Excellent organisational skills	✓	
Ability to work under own initiative as well as a team player	✓	
Ability to work under pressure and have coping strategies to work in a fast paced environment	✓	
Proven ability to meet deadlines and targets	✓	
Ability to motivate and inspire others to take action	✓	
<b>Language Requirements</b>		
<b>Listening and Speaking</b>		
Able to deal with all aspects of the job verbally in a confident manner in both Welsh and English.		✓
<b>Reading and Comprehension</b>		
Able to use and interpret any information from a wide range of sources accurately through the medium of Welsh and English in order to fulfil all aspects of the post.		✓
<b>Writing</b>		
Able to present information in writing confidently in both Welsh and English using the most appropriate language and style to meet the requirements of the reader.		✓

# Amserlen Recriwtio

## Recruitment Timetable

Amserlen	Timetable	Dyddiad Date
<b>Dyddiad Cau</b> Bydd angen derbyn ceisiadau erbyn y dyddiad yma	<b>Closing Date</b> Applications need to be received by this date	17/07/2020
<b>Rhestr Fer</b> Byddwn yn anelu i gysylltu gyda y rhai sydd ar y rhestr fer erbyn y dyddiad yma gyda manylion dyddiadau yr asesiadau a'r cyfweiliad	<b>Shortlisting</b> We aim to inform all those shortlisted by this date with details of the assessments and interview date provided.	erbyn/by w/c 26/07/2020
<b>Asesiadau</b> Bydd asesiadau yn cymryd lle cyn y cyfweiliad. Byddwn yn derbyn y manylion os byddwch ar y rhestr fer	<b>Assessments</b> Assessments will take place prior to the interview. You will be informed of the details should you be shortlisted.	w/c 3/08/2020
<b>Cyfweiliadau</b> Bydd union ddyddiad/amser yn cael ei gadarnhau ar lunio y rhestr fer. Bydd y cyfweiliadau yn cael ei cynnal yn rhithiol drwy Microsoft Teams.	<b>Interviews</b> Exact dates/times of interviews will be confirmed upon shortlisting. Interviews will be held virtually via Microsoft Teams.	w/c 10/08/2020

## Gweithio i ni

Mae'r Swyddfa Rhaglen ar gyfer Bwrdd Uchelgais Economaidd Gogledd Cymru yn cael ei letya gan Gyngor Gwynedd fel ein corff cyflogi. Felly, tra bydd y swydd gyda'r Bwrdd Uchelgais bydd y cytundeb gwaith gyda Cyngor Gwynedd.

<https://www.gwynedd.llyw.cymru/cy/Cyngor/Swyddi/Gweithio-i-ni.aspx>

## Working for us

The Programme Office for the North Wales Economic Ambition Board is hosted by Gwynedd County Council as our employing authority. Therefore, while the role is with the North Wales Economic Ambition Board your contract of employment will be with Gwynedd Council.

<https://www.gwynedd.llyw.cymru/en/Council/Jobs/Working-for-us.aspx>